

Task List

The eWiSACWIS Task List can be used by workers to track current, upcoming, and overdue tasks, including both system generated (ticklers) and worker entered (manual) tasks. For supervisors the Task List can also be used to manage their workers workload.

eWiSACWIS generated “Ticklers” display on the Task List as system generated tasks. For a full list of ticklers please see the User Guide titled “Tickler Creation and Removal Information”

Note: Currently Licensing Private Provider ticklers and the 90-Day Summary Report for Serious Incident tickler do not show on the Task List as tasks.

System Created Tasks

The following tasks show on the calendar and task list exclusively, they are not ticklers.

- Initial Face-to-Face – This task is created when a CPS Report is screened and shows as due based on the response time on the access report. This task is informational only and does not get marked as completed and does not show as overdue. This task is created for the primary worker and automatically shared with any workers with an assignment of CPS Initial Assessment – Secondary.
- Permanency Roundtable (PRT) Action Step – This task is created when a worker is assigned an action step on the permanency consultation page. The task is marked as complete when the action step has been marked as complete on the permanency consultation page.
- Reassign work: (Workers Name) – This task is created and assigned to a supervisor when one of their workers access is removed.
- Security Audit Due and Security Verification Due – These tasks are created every March and October for county security delegates.

Viewing the Task List

To access the Task List, click the Icon next to the worker name on the desktop. If a worker has overdue tasks, the Task List will display immediately upon logging into eWiSACWIS.



When opened the Task List displays tasks due in the next 10 days with overdue tasks listed on top.

Refresh Print Help

[View](#)

Worker: Worker, Richard J.
Due: Next 10 Days
Case: All

Task List as of 4/7/15 8:53 AM
Tasks 1 to 22 of 22

Due Date	Due In	Case/Provider Name	Participant(s) Name	Task Name	Responsible Worker	Shared With
08/08/10	-1703	Slacks, Mimmy J. (9222336)	N/A	IA Due	Worker, Richard J.	
09/17/10	-1663	Bumble, Bea (9222376)	N/A	IA Due	Worker, Richard J.	
09/17/10	-1663	Bumble, Bea (9222376)	N/A	IA Due	Worker, Richard J.	
09/20/10	-1660	Bumble, Bea (9222376)	N/A	IA Due	Worker, Richard J.	
05/21/11	-1417	Slacks, Mimmy J. (9222336)	Slacks, Max (9226536)	30-day CANS	Worker, Richard J.	
01/11/13	-816	Worker, Betty (9221931)	Partridge, Christopher (10818)	CSE	Worker, Richard J.	
01/31/13	-796	Worker, Betty (9221931)	Partridge, Christopher (10818)	30-day CANS	Worker, Richard J.	
03/31/13	-737	Test, Parent (9223300)	Test, Child (9227931)	30-day CANS	Worker, Richard J.	
04/24/13	-713	Smith, Mom Jr. (9223180)	Smith, Child Two (9227572)	6-month CANS	Worker, Richard J.	
08/07/13	-608	Smith, Mom Jr. (9223180)	Smith, Child Two (9227572)	RCSE	Worker, Richard J.	
08/10/13	-605	Slacks, Mimmy J. (9222336)	N/A	IA Due	Worker, Richard J.	
08/16/13	-599	Smith, Judy (9223520)	N/A	IA Due	Worker, Richard J.	
10/11/13	-543	Smith, Mom Jr. (9223180)	Smith, Child One (9227571)	CSE	Worker, Richard J.	
03/03/14	-400	Smith, Mom Jr. (9223180)	Smith, Child One (9227571)	30-day CANS	Worker, Richard J.	
03/12/14	-391	Slacks, Mimmy J. (9222336)	N/A	IA Due	Worker, Richard J.	
03/15/14	-388	Slacks, Mimmy J. (9222336)	N/A	IA Due	Worker, Richard J.	
06/11/14	-300	Bumble, Bea (9222376)	Bramble-Bumble, Queen (9226605)	CSE	Worker, Richard J.	

[My Calendar](#)
[Create Task](#)
Close

Use the Due dropdown to see tasks due in the next 10 days, next 6 months, next 12 months or only overdue tasks.

Use the Case dropdown to filter and only show tasks for a particular case.

Refresh Print Help

[View](#)

Worker: Worker, Richard J.

Due: Next 10 Days

Case: All

Task List as of 4/7/15 8:53 AM
Tasks 1 to 22 of 22

Creating a Task

The Create Task link can be used to create a Manual Task. Once saved, these tasks also display on the calendar.

03/12/14	-392	Slacks, Mimmy J. (9222336)	N/A	IA Due	Worker, Richard J.	
03/15/14	-389	Slacks, Mimmy J. (9222336)	N/A	IA Due	Worker, Richard J.	
06/11/14	-301	Bumble, Bea (9222376)	Bramble-Bumble, Queen (9226605)	CSE	Worker, Richard J.	

[My Calendar](#) [Create Task](#) [Close](#)

On the Task page, select the type of Manual Task; Case, Provider or Other. Next, enter the Due/End Date, task name, and description.

For Manual Task (Case) or Manual Task (Provider) a dropdown menu of the worker's assigned cases or providers is available to select from. Click the Participant(s) link to select specific participants.

eWiSACWIS UAT [Print](#) [Spell Check](#) [Help](#)

Task Details
Type: Created On: Created By:
Start Date: Due/End Date: Completed On: Completed By:
Task Name:
Description:
Case Name:
[Participant\(s\)](#): N/A

Worker Information
Responsible Worker:
[Shared With:](#)

[Copy](#) [Delete](#) [Save](#) [Close](#)

Note: The Start Date field is optional and can be used if a task or event stretches over multiple days.

The Completed On field is used to indicate when a particular task has been completed. Once a date is entered and page saved, the task no longer displays on the Task List, and displays as completed on the calendar.

Creating Recurring Tasks

Recurring tasks are tasks that can be set up to recur at regular intervals. They can be created to recur on daily, weekly, monthly or yearly basis. Workers can create recurring tasks by clicking on the recurring checkbox.

Note: The Type and Task Name inside the Task Details group box and the responsible worker dropdown in Worker Information group box are still required.

The screenshot displays the eWiSACWIS UAT web application interface. At the top, a purple header bar contains the logo 'eWiSACWIS UAT' and navigation links for 'Print', 'Spell Check', and 'Help'. Below the header, the 'Task Details' section is visible, featuring a 'Type' dropdown menu, a 'Task Name' text box, and a 'Description' text area. A red circle highlights the 'Recurring' checkbox, which is currently unchecked. To the right of the checkbox are labels for 'Created On' and 'Created By'. Below the Task Details section is the 'Worker Information' section, which includes a 'Responsible Worker' dropdown menu (currently set to 'Supervisor, County') and a 'My County's Workers' checkbox. A 'Shared With' link is also present. At the bottom right, there are four buttons: 'Copy', 'Delete', 'Save', and 'Close'.

After a task has been set as Recurring the worker can pick Daily, Weekly, Monthly or Yearly. The Recurring Task Start Date and Recurring Task End Date control the date range that the recurring task will be created over. Daily, Weekly and Monthly tasks can be entered for a year into the future; yearly tasks can be entered for up to five years in the future.

For example, if a task is set to recur every weekday it will be created on each weekday that falls between the dates entered.

The example below shows a daily task, which can be set to show every day or only weekdays.

The screenshot shows a web application window titled "Task -- Webpage Dialog" with the "eWiSACWIS UAT" logo. The window contains three main sections: "Task Details", "Worker Information", and "Recurring Task Details".

Task Details: This section includes fields for "Type" (set to "Manual Task (Other)"), "Start Date" (00/00/0000), "Due/End Date" (00/00/0000), "Completed On" (00/00/0000), "Task Name" (Task), and "Description". A "Recurring" checkbox is checked.

Worker Information: This section includes a "Responsible Worker" dropdown (set to "Supervisor, County") and a "Shared With:" link.

Recurring Task Details: This section includes radio buttons for "Daily", "Weekly", "Monthly", and "Yearly". The "Daily" option is selected. Below these are fields for "Recurring Task Start Date" (02/17/2016) and "Recurring Task End Date" (04/17/2016). At the bottom of this section are radio buttons for "Every day" and "Every weekday", with "Every weekday" selected.

At the bottom right of the window are four buttons: "Copy", "Delete", "Save", and "Close".

After the page has been saved the Task Details and Worker Information can still be updated however the Recurring Task Details cannot.

The screenshot shows a web browser window titled "Task -- Webpage Dialog" with the eWiSACWIS UAT logo. The form is divided into three sections: Task Details, Worker Information, and Recurring Task Details. In the Task Details section, the "Type" is set to "Manual Task (Other)", "Recurring" is checked, and the task is "1 of 43". The "Start Date" is "00/00/0000", "Due/End Date" is "02/17/2016", and "Created On" is "02/16/2016". The "Task Name" is "Task" and the "Description" field is empty. In the Worker Information section, the "Responsible Worker" is "Supervisor, County" and the "My County's Workers" checkbox is unchecked. In the Recurring Task Details section, the frequency is set to "Daily", the "Recurring Task Start Date" is "02/17/2016", and the "Recurring Task End Date" is "04/17/2016". The "Every day" and "Every weekday" options are both unchecked. At the bottom right, there are buttons for "Copy", "Delete", "Save", and "Close".

Weekly tasks allow the worker to set the task to display on a specific day of the week.

The screenshot shows the same web browser window as the previous one, but with the "Recurring Task Details" section updated. The "Type" is still "Manual Task (Other)", "Recurring" is checked, and the task is "1 of 43". The "Start Date" is "00/00/0000", "Due/End Date" is "00/00/0000", and "Created On" is "00/00/0000". The "Task Name" is empty and the "Description" field is empty. In the Worker Information section, the "Responsible Worker" is "Supervisor, County" and the "My County's Workers" checkbox is unchecked. In the Recurring Task Details section, the frequency is set to "Weekly", the "Recurring Task Start Date" is "02/17/2016", and the "Recurring Task End Date" is "03/17/2016". The "Every day" and "Every weekday" options are both unchecked. At the bottom right, there are buttons for "Copy", "Delete", "Save", and "Close".

Monthly tasks allow the worker to set the task to display on a specific day of the month:

The screenshot shows the 'Task -- Webpage Dialog' window for 'eWiSACWIS UAT'. The 'Task Details' section includes a 'Type' dropdown set to 'Manual Task (Other)', a checked 'Recurring' checkbox, and empty date fields for 'Start Date', 'Due/End Date', 'Completed On', and 'Completed By'. The 'Task Name' is 'task' and the 'Description' is 'description'. The 'Worker Information' section shows 'Responsible Worker' as 'Supervisor, County' and an unchecked 'My County's Workers' checkbox. The 'Recurring Task Details' section has radio buttons for 'Daily', 'Weekly', 'Monthly' (selected), and 'Yearly'. The 'Recurring Task Start Date' is '02/16/2016' and the 'Recurring Task End Date' is '04/17/2016'. The 'Day' is set to '01' of every month. At the bottom right are buttons for 'Copy', 'Delete', 'Save', and 'Close'.

Yearly tasks allow for a task to be created on a specific Month and Day each year.

This screenshot is identical to the one above, showing the 'Task -- Webpage Dialog' window. In the 'Recurring Task Details' section, the 'Yearly' radio button is selected instead of 'Monthly'. The 'Recurring Task Start Date' is '02/16/2016' and the 'Recurring Task End Date' is '04/17/2016'. The 'Day' is set to '01' of every month. The rest of the form, including 'Task Details' and 'Worker Information', remains the same.

For Supervisors:

Supervisors have additional options on the Task List to help with managing their workers workloads.

For the View, supervisors see the following options:

- Escalated: - This option allows supervisors to choose whether or not ticklers escalated to them by workers display.
- Worker: - This drop down allows a supervisor to view tasks for a particular worker.
 - Selecting the value “All My Workers” will display all of the tasks for all workers that the supervisor is listed as supervisor for.
 - Selecting the value “Multi-Select Workers will pop up a page (see below) that allows the supervisor to select multi of their workers and/or any workers in the county to view tasks simultaneously.
- My County – Checking this box allows supervisors to see not only their own workers, but all workers for their county in the Worker dropdown.

eWiSACWIS UAT Refresh Print Help

View

Worker: Supervisor, County ☐ My County Due: Next 10 Days Escalated: Include Case: All

Task List as of 4/9/15 11:12 AM

Tasks 1 to 5 of 5

Due Date	Due In	Case/Provider Name	Participant(s) Name	Task Name	Responsible Worker	Shared With
02/13/14	-420	Bayfield, Mom (9223800)	Bayfield, Kid (9228912)	CSE	Supervisor, County	
03/01/14	-404	Fox, Mom (9223743)	N/A	IA Due	Supervisor, County	
03/05/14	400	Bayfield, Mom (9223800)	Bayfield, Kid (9228912)	30 day CANS	Supervisor, County	

Supervisors also have the ability to create Manual Tasks for their workers. When a supervisor is viewing a workers task list clicking the Create Task link will create a task for that worker. Additionally, supervisors have the ability to change the responsible worker in the dropdown and share the task with multiple workers by clicking the Shared With link.

Note: For Ticklers the responsible worker cannot be changed, the tickler would have to be reassigned; however the Shared With link can be used to share the task with multiple workers.

eWiSACWISUAT

Print Spell Check Help

Task Details

Type: Manual Task (Other) ▼

Created On: 04/06/2015

Created By: Supervisor, County

Start Date: 00/00/0000

Due/End Date: 04/06/2015

Completed On: 00/00/0000

Completed By:

Task Name: Task 3

Description:

Worker Information

Responsible Worker: Supervisor, County ▼

☐ My County's Workers

[Shared With:](#) DefaultWorker, Green; Worker - Green, County



Copy

Delete

Save

Close

The worker selection pop up page is used both for selecting workers whose calendar the supervisor would like to view and for selecting workers to share a task with.

eWiSACWIS UAT Print  Help 

My Workers

<input type="checkbox"/> Select All	Worker Name
<input type="checkbox"/>	DefaultWorker, Green
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

This group box list all the workers that the supervisor is listed as supervisor for.

Additional Workers

Worker Name	Job Class
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Clicking insert allows supervisors to select from a list of all the workers in their county.